

Grant Notification Packet

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Fiscal Year 2011

I. A Message from the Director

DOCUMENTS TO SIGN AND RETURN BY MONDAY, OCTOBER 25, 2010:

II. Grant Award Agreement

This document outlines the terms and conditions your organization agrees to fulfill in order to claim your grant award. Read the General Grant Conditions before signing this document. Return the white copy signed by your organization's *Authorizing Official*.

III. State of Arizona Substitute W-9 Form

We cannot process your grant payment unless we have a current State of Arizona Substitute W-9 on file. If you are using a Fiscal Sponsor, the W-9 must be completed by them. Also, if you have any address or organizational name changes during the grant period, notify us immediately and submit a revised State of Arizona Substitute W-9 form.

DOCUMENTS TO REVIEW AND RETAIN FOR YOUR FILES:

IV. Grant Notification Packet Table of Contents

V. Arizona Commission on the Arts Staff Contact List *(on reverse side of Table of Contents)*

If you need to request changes to your grant or want technical assistance, please contact the Staff Contact listed in your Grant Award Agreement.

VI. Copy of Grant Award Agreement

The buff colored copy is for your records.

VII. General Grant Conditions

Please review this document carefully. By signing and returning the Grant Award Agreement, you certify that you have read, understood, and agree to comply with these requirements.

VIII. Managing Your Grant Award Online: Tips on Using Electronic Grants Online Resource (EGOR)

EGOR allows you to access information on your grant at anytime, immediately, and confidentially. Use your EGOR account to check the status of your Grant Award or payment, view panel comments, follow up on submitted paperwork, update your profile and complete your Final Report.

IX. Certificate of Support

To request any agency publication in an alternative format, contact the Arts Commission office at (602) 771-6502 or info@azarts.gov

Arizona Commission on the Arts Staff Contacts

For questions related to grant payment, please contact:

EGOR (Electronics Grants Online Resource)

Ginny Berryhill, Grants and Information
Technology Manager, 602-771-6528 or
gberryhill@azarts.gov

Grant Processing and Administration

Jaya Rao, Accessibility and Grants Coordinator
602-771-6532 or jrao@azarts.gov

For questions related to changes in your grant, organization's programs, budget or administration, please contact the program director in your grant area:

Arts Learning Grants

Mandy Buscas, Arts Learning Director
602-771-6525 or mbuscas@azarts.gov

Alex Nelson, Arts Learning Coordinator
602-771-6521 or anelson@azarts.gov

Arts Link to Tourism and the Economy Grants

Adriana Gallego, Director of Strategic Initiatives
602-771-6530 or agallego@azarts.gov

Basic Aid

Jennifer Tsukayama, Director of Strategic
Partnerships 602-771-6531 or
jtsukayama@azarts.gov

Festivals Grants

Jennifer Tsukayama, Director of Strategic
Partnerships 602-771-6531 or
jtsukayama@azarts.gov

General Operating Support Level I

Jennifer Tsukayama, Director of Strategic
Partnerships 602-771-6531 or
jtsukayama@azarts.gov

General Operating Support Levels II & III

Adriana Gallego, Director of Strategic Initiatives
602-771-6530 or agallego@azarts.gov

Locals Aid

Adriana Gallego, Director of Strategic Initiatives
602-771-6530 or agallego@azarts.gov

Organizational Development Grants

Adriana Gallego, Director of Strategic Initiatives
602-771-6530 or agallego@azarts.gov

Tribal Museums

Jennifer Tsukayama, Director of Strategic
Partnerships 602-771-6531 or
jtsukayama@azarts.gov